



Tony Evers

Office of the Governor | State of Wisconsin

Legal Assistant

The Office of Governor Tony Evers is seeking a legal assistant to join the Governor's legal team.

Job Responsibilities

The legal assistant will be responsible for a wide variety of work, such as:

- Scheduling and supporting committee and board meetings;
- Maintaining the records system and providing support for the pardon process;
- Assisting legal counsel with public records requests;
- Distributing legal documents and announcements throughout state government;
- Managing special counsel contracts; and
- Assisting with the appointment process for judges and district attorneys.

Qualifications

The ideal candidate will have the following qualifications:

- Demonstrate professionalism, diplomacy, discretion, and efficiency;
- Communicate professionally over the phone and in email;
- Proficient with Microsoft Office products and Adobe Acrobat;
- Experience with administrative support and legal processes; and
- Prompt, efficient, and organized, with attention to detail.

Compensation

The administrative assistant will be expected to work 40 hours per week. The hourly wage is commensurate with experience. This is a limited term employment position, meaning that the position does not provide benefits.

How to Apply

Email a cover letter and resume to Ryan Nilsestuen (ryan.nilsestuen1@wisconsin.gov) by February 3, 2021.

The Office of Governor Tony Evers is an equal opportunity employer and strives to recruit and retain high-quality staff who are committed to increasing the diversity of the office.